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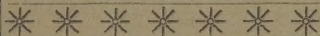
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BY=LAWS

of the

Englewood Hospital
Association.



1897-98.



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Englewood Hospital Association.

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1897--98.

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ENGLEWOOD,
"Englewood Press Print."
1897.

BY-LAWS.

I.

This Society shall be known by its corporate name of "The Englewood Hospital Association," and its objects, as defined by its Certificate of Incorporation, are to care for, cure, nurture, and maintain sick, injured, and infirm persons.

II.

The membership of this Association shall consist of life members, annual members, and honorary members.

The payment at one time of the sum of One Hundred Dollars shall constitute the person making such payment or in whose behalf it may be made, a life member of said Association. The payment of a sum annually not less than Ten Dollars shall constitute the person making such payment an annual member. The Board of Governors may elect as honorary members of the Association the wives of physicians practicing in the Townships of Ridgefield, Englewood, Palisade, and Harrington.

III.

Members of any class shall have a right to vote at all meetings of the Association, but only life members and annual members shall be eligible for official positions.

IV.

The annual meeting of the Association shall be held at Englewood, at such hour and place as the Board of Governors shall previously appoint, on the first Monday of May of each year. Notice thereof shall be published in a newspaper printed in one of the Townships of Ridgefield, Englewood, Palisade, and Harrington. Special meetings of the Association shall be called by the president on the written request of ten members.

V.

The management of the affairs of this Association together with the control of its funds shall be vested in a Board of twenty-five Governors, one of whom shall be the Chairman of the City Council of Englewood, who shall be an *ex-officio* member and who shall not be called upon to pay annual dues, and eight

of whom shall hereafter *be elected by ballot at each annual meeting of the Association for terms of three years each and shall hold office until their successors shall be elected.

The Board shall meet on the first Mondays of January, April, July, and October at the hour and place designated by the Board of Governors. Five members shall constitute a quorum. Special meetings of the Board may be called by the President for any special purpose, and shall be so called on the written request of five members; but no business shall be transacted at any special meeting except that for which the meeting was called. The Board shall have power to fill all vacancies in its number at any †meeting, the nominations having been made at the previous meeting.

VI.

The officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer who shall be elected yearly by the Board of Governors from among its own number after the adjournment of the annual meeting of the Association and who shall hold office for one year or until their successors shall be elected.

* Amendment of Oct. 5, 1896.

† Amendment of July 1, 1895.

VII.

The President shall preside at all meetings of the Association and of the Board of Governors, shall appoint at any regular meeting all committees not otherwise provided for in the By-Laws, shall fill vacancies in the standing committees at any meeting, and shall exercise a general supervision over the affairs of the Association. The President shall be Chairman of the Executive Committee and ex-officio a member of all standing committees.

The Vice-President shall, in the absence of the President, discharge all his or her duties, and at all times render such assistance as the President may require.

The Secretary shall keep the minutes of all the meetings, and enter in them the names of the committees, and file their reports, conduct the correspondence of the Board, present a report of its affairs at the Annual Meeting, and prepare such other documents as the Board may direct.

The Treasurer shall receive and pay all moneys for the current expenses of the Hospital, and take vouchers therefor and keep books of account in which shall be entered all receipts and disbursements, and render an account to the Board at each

regular meeting, and to the Association at its annual meeting.

VIII.

The order of business at the annual meeting shall be:

- 1st. Calling the roll.
- 2nd. Reading of minutes.
- 3rd. Report of Secretary.
- 4th. Report of Treasurer.
- 5th. Election of a Board of Governors.

The order of business at the Board Meetings shall be:

- 1st. Calling the roll.
- 2nd. Reading the Minutes.
- 3rd. Report of Treasurer.
- 4th. Report of Committees.
- 5th. General Business.

IX.

No officer, nor any member of the Board of Managers, shall receive compensation in any form for duties performed as such officer or manager.

X.

There shall be a Medical Board of not exceeding

twelve physicians and surgeons residing and practicing in the townships of Ridgefield, Englewood, Palisade, and Harrington, which said Board shall be appointed yearly by the Board of Governors at the first regular meeting after the annual meeting in each year. Vacancies in said Medical Board shall be filled at any meeting of the Board of Governors. The Board of Governors shall have power to make any necessary changes in the Medical Board.

XI.

It shall be the duty of the Medical Board to detail one or more of its members to visit the Hospital daily and oftener if necessary; and to have a proper register kept of all cases received, in which register shall be entered the name, nativity, race, civil condition, age and occupation of patient, also the cause, diagnosis, and history of the disease and previous and hospital treatment of the same. Said register shall be kept at the Hospital and shall be open to the inspection of any member of the Board of Governors.

XII.

The Board of Governors shall have power, when in

their judgment it becomes necessary, to appoint a House Physician and to prescribe his duties.

XIII.

Admission to the Hospital, except in cases of accident shall be granted only upon the recommendation of some member of the Medical Board, and such recommendation shall be duly entered on the hospital register.

No patient suffering from a contagious or infectious disease shall be admitted to the Hospital, and no person suffering from an incurable disease shall be admitted as a non-paying patient.

XIV.

There shall be five standing Committees, viz:

Executive Committee.

Committee on Domestic Affairs.

Committee on Medical and Surgical Supplies.

Finance Committee.

Committee on Visiting.

Except the Executive Committee said committees shall be elected by the Board of Governors at the first meeting *after the annual meeting in each year.

* Amendment of Jan. 2, 1893.

Except the Executive Committee each committee shall elect its own chairman. Said committees shall serve for one year or until their successors shall be elected. Vacancies in said committees shall be filled by the President at a meeting of the Board.

XV.

The Chairman of the Standing Committees together with the President and the Secretary shall constitute the Executive Committee of the Board of Governors. The duties of the Executive Committee shall be: To receive and pass upon the reports of the different committees; to approve or disapprove bills; to engage and dismiss the head nurse and matron, and to decide all questions arising between the regular meetings of the Board. Three members shall constitute a quorum. The Executive Committee shall have power to investigate the admission of any patient to the hospital and to remove any patient where the regulations of the hospital have been violated.

XVI.

The Committee on Domestic Affairs shall consist of seven members. This committee shall have general superintendence of the hospital building and

premises, shall furnish all supplies for the hospital except medical and surgical supplies, shall employ and dismiss all employees except as otherwise provided in the By-Laws, and shall employ extra service at their discretion. Three members shall constitute a quorum. The chairman of this committee shall audit all bills for household supplies and transmit the same monthly with a report to the Executive Committee.

XVII.

The Committee on Medical and Surgical Supplies shall consist of five members. It shall be the duty of this committee to furnish the necessary medicines and surgical appliances upon the requisition of the Medical Board. Three members shall constitute a quorum. The chairman of this committee shall audit all bills for supplies furnished and transmit the same with a report monthly to the Executive Committee.

XVIII.

The Committee on Finance shall consist of the Treasurer and four members, whose special duty shall be to provide ways and means to raise the necessary funds for the support of the said Association.

XIX.

The Committee on Visiting shall consist of seven members and shall provide for visiting the sick in the hospital. Some member of this committee shall visit the hospital at least once in each week. Three members shall constitute a quorum. The chairman of this committee shall make a monthly report to the Executive Committee.

XX.

The Executive Committee shall appoint a nurse who is a hospital graduate, and who shall at the same time act as matron and housekeeper. She shall make requisition on the appropriate committees for necessary supplies and shall perform such duties as shall be delegated to her by the Medical Board and the Committee on Domestic Affairs.

XXI.

The Board of Governors may appoint on the nomination of the Medical Board one or more consulting physicians and surgeons.

XXII.

The hospital being absolutely non-sectarian,

patients shall have the privilege of receiving religious consolation and instruction from the clergymen of their choice.

XXIII.

Neglect on the part of any member of the Board of Governors or of a standing committee to attend three consecutive meetings of such board or committee shall be deemed a tender of resignation unless a satisfactory explanation of such absence be given the presiding officer of the board or committee.

XXIV.

At all meetings of the Association, the Board of Governors, or its committees thereof, the proceedings shall be governed by Cushing's Manual.

XXV.

Any By-Law may be altered or repealed, or a new By-Law enacted by the Board of Governors at any regular meeting, provided notice of such proposed alteration, repeal, or enactment thereof shall have been given to the Board at the previous meeting. No such change shall be made without a majority vote of all the Governors, but those not present may signify their vote in writing.



